



Date:

IDEA Labs Team #:

Name:

Email:

Student ID #:

Phone Number:

Mailing Address:

Reason for Expense:

Total Amount (in Dollars):

Please attach a receipt or printout of order invoice (NOT shipping invoice). Drop off this form with Rosemary Gliedt in the Skandalaris Center (Danforth Campus - Simon Hall).

*Remember to go to ideas.wustl.edu and fill out an online reimbursement form. Thanks.